

Dear Parents and Students,

On behalf of the administration, Board of Education, and elementary faculty, I want to welcome you to the 2019-2020 school year at the Alton Elementary School. It is our hope that this year will be enjoyable as well as rewarding.

This handbook has been written to provide you with information about your school. It is important for parents and students to read and discuss the handbook and become familiar with the material it contains. We encourage you to keep the handbook for future reference. Please sign and return the form below to your child's teacher.

We welcome your questions, suggestions, and input. The administration and staff are here to assist you.

Sincerely,  
Melinda Langston  
Elementary Principal

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Please detach below this line and return the signed portion to school to your child's teacher.

My child (children), \_\_\_\_\_, and I have received a copy of the Alton Elementary Parent/Student Handbook. We will read and discuss the contents together.

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Parent Signature

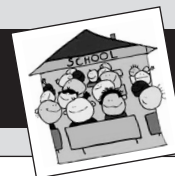
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Date

Comments:

THE SCHOOL PLANNER COMPANY

# Foreword



Welcome to the 2019-2020 school year! The purpose of this Parent-Student Handbook is to provide a quick reference guide to our school. It contains essential information about our school, as well as important Board of Education policies. Please read the handbook carefully and put it in a safe place for future reference. I know from what I have experienced thus far, Alton Elementary School has tremendously talented students, enthusiastically supportive parents, and an exceptionally dedicated faculty and staff. As the principal of your school, I want you to know that I love building relationships with my students and their families. I hope to get to know each of you better personally. I hope this school is a source of positive energy for this great community, creating children that will continue to grow our future. Let us (parents, staff, students, and community members) join together to celebrate Alton Elementary School and the students who pass through the doors.

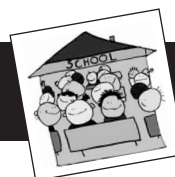
As Comets, we value excellence in education. We are a learning community. Everything we do will be about learning. I happen to believe much more learning takes place in a school where students and staff feel emotionally and physically safe, when parents are our partners, and when a lot of fun is involved. We hope that you will be an active member of our school community all year long. Working alongside us in providing every educational opportunity for your son/daughter to learn and grow as an individual. We want the students of Alton Elementary School to excel both in and out of the classroom. Please take a few minutes to look through the handbook. It contains important information about Alton Elementary School.

It is the responsibility of parents and students to familiarize themselves with this Student Handbook, approved by the School Board, including official district policies with which you should be acquainted. The handbook has been prepared as a guideline to procedures, policies, and practices governing the operation of our schools and the behavior of our students. Alton administrators and instructional staff members believe that it will help both parents and students to be properly informed about matters that concern all of us. Academic and extracurricular opportunities, routine day-to-day events and activities, disciplinary rules and consequences of misbehavior, accreditation requirements and special programs and services – all are part of this handbook, together with many other concerns which are clearly explained in the publication. The School Board and the administration of the Alton Public School District work closely together to establish sound and reasonable goals for our schools, to anticipate district needs, and to provide an environment conducive to learning. The primary purpose of providing this handbook is to help make your school experiences in this environment more satisfying, because it will tell you what you need to know and what you need to do in order to make this year both pleasant and successful.

Mrs. Melinda Langston  
Elementary Principal

OFFICE HOURS  
7:30 A.M. – 3:40 P.M.  
(417) 778-7215  
EXT. 234  
[altoncomets.org](http://altoncomets.org)

## Alton R-IV School Board



Brad Alexander.....	President
Ryan Miller .....	Vice President
Steve Mills .....	Treasurer
Chris Clark .....	Member
Becky Granger .....	Member
Bart Kernodle .....	Member
Jamie Sisco .....	Member
Kelli Reed .....	Board Secretary

# Introduction



## OUR MISSION

### *Education, Service, Life*

The **mission** of the Alton R-IV School District is to provide an educational environment for the students that will foster their intellectual, physical, social and career development so that they can become productive citizens in our constantly changing world. We believe that ***all students can learn and be successful.***

## CHARACTER EDUCATION MISSION STATEMENT

The mission of the Alton R-IV School District, through a partnership with home, business, and community, will strive to develop an educational program for students that encourage the development of positive character traits.

## OUR GOALS

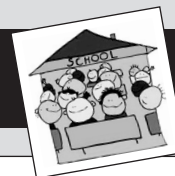
1. Improve academic achievement in at least one core area for each student on an annual basis.
2. Provide opportunities and incentives for each student to participate in community service.
3. Ensure a safe environment that promotes excellence for students, faculty, and staff.
4. Communicate effectively at all levels.
5. Attract, retain and continually develop a highly qualified and professional administration, faculty and staff.
6. Operate in a fiscally responsible manner by being good stewards of patron resources.

The Alton School District Board of Education is committed to ensuring that the Alton School system considers the best interest of our students as the guiding principle in the decision making process for the Board of Education, administrators, faculty, and staff. Our district will exhibit superior performance in all facets of educational programming, including faculty development, student achievement, and community participation when compared to state and national benchmarks. We will employ both world-class strategies and local values to provide a safe, enriching environment for faculty, staff, and students of all ages. We will provide students with opportunities for a variety of experiences that will assist them in the discovery and development of their strengths for a lifetime of success and service for the community.

## DISTRICT PHILOSOPHY

In a democracy the worth and happiness of the individual are of the first importance, but the individual's conduct must be acceptable to other members of the society. We believe it should be the aim of education to develop the type of growth which will promote the welfare and improvement of democracy as a way of life. We recognize that many agencies contribute toward the growth of all individuals. Although the school is perhaps the only agency whose chief concern is the development of each individual to the utmost of his or her social, emotional, physical, and intellectual potential, we believe that education should be a cooperative effort on the part of parent(s), guardian(s), all interested persons, and agencies.

# General Information



## ELEMENTARY STAFF

<b>Melinda Langston</b>	<b>Principal</b>
Theresa Casey	Secretary
Leslie Weyland	Nurse
Tonya Willard	Professional School Counselor
Tina Dern	Preschool/Parents as Teachers
Anna Clary	Kindergarten
Allyson Hartwick	Kindergarten
Duana Kelley-Boning	Kindergarten
Tasha Reeves	First Grade
Elizabeth Williams	First Grade
Jerri Williams	First Grade
Danielle Chronister	Second Grade
Lacie Willard	Second Grade
Amanda Wright	Second Grade
April Holesapple	Third Grade
Angela Tate	Third Grade
Cheryl Walsh	Third Grade
Marilyn Cockrum	Fourth Grade
Renea Church	Fourth Grade
Lisa McElmurry	Fourth Grade
Melissa Allen	Fifth Grade
Valerie Pitts	Fifth Grade
Donna Snyder	Fifth Grade
Jennifer Barr	Sixth Grade
Molly Chester	Sixth Grade
Jana Gauley	Sixth Grade
Gabriel Trobaugh	Computers
Melissa Hufstedler	Vocal/Instrumental Music
Amy Janes	Librarian
David Quinn	Physical Education
Annie Whitten	Art
Beverly Goans	Special Education Coordinator/Resource Room
Greg England	Resource Room
Olivia Walters	Resource Room
David Russback	Speech Implementer
Robin Holman	Title I ELA
Brenda Steele	Title I ELA
Allison Warren	Title I ELA
Lisa Willard	Preschool Aide
Jesse Bridges	Title I Aide

# General Information



Rita Brandon ..... Aide  
 Melissa Childers ..... Aide  
 Dorothy Hall ..... Aide  
 Pam Hollis ..... Aide  
 Catherine Medlin ..... Aide  
 Kalan Roberts ..... Custodian/Maintenance Supervisor  
 Terry Smith ..... Custodian

## DAILY SCHEDULE

The elementary school buildings are available for student entry beginning at 7:40 a.m. each school day. Students are expected to be in class when the 8:15 a.m. bell rings. Students are expected to be in class on time.

## LUNCH & RECESS SCHEDULES

Grade Level	Lunch Time	Recess 1	Recess 2
Kindergarten	10:30-10:55	10:55-11:15	1:30-1:50
1st Grade	11:00-11:25	11:25-11:45	2:05-2:20
2nd Grade	11:00-11:25	11:25-11:45	2:05-2:20
3rd Grade	11:30-11:55	11:55-12:15	2:25-2:40
4th Grade	11:30-11:55	8:00-8:15	11:55-12:15
5th/6th Grade	12:00-12:25	8:00-8:15	12:25-12:45
Preschool - AM Class	N/A	9:00-9:20	
- PM Class	N/A	1:00-1:20	

## BUILDING HOURS

Building Hours are from 7:40 a.m. to 3:40 p.m. Students are not permitted to be in the buildings outside of these hours unless under the supervision of Alton R-IV faculty or staff. Please refrain from dropping students off in the mornings before the building is open, as we are not able to ensure supervision of students.

## PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences will be held periodically on dates to be announced. Parents who wish to visit with a teacher before or after designated time should contact that teacher to set up a conference.

## CHANGE OF ADDRESS

Students must advise the main office located in the elementary school building of any change in address during the school year.

## EMERGENCY CONTACT NUMBERS

Students, parents or guardians are asked to list at least two local emergency contact telephone numbers on each student's enrollment form. Contacts should be people who can act in their place in the event of an emergency. If students, parents, or guardians fail to list emergency numbers, the school reserves the right to act in the child's behalf.

# General Information

## VISITORS

**ALTON R-IV SCHOOL IS CLOSED TO UNAUTHORIZED VISITORS.** Students having out-of-school visitors should instruct these individuals to stay off campus during the school day. Any visitors having legitimate business should report immediately to the assistant principal's office in order to secure permission to be on campus. **UNAUTHORIZED VISITORS MAY BE SUBJECT TO ALTON'S ORDINANCE "TRESPASSING."**

## DISTRICT ELECTRONIC COMMUNICATIONS GUIDELINES

### *Purpose and Scope*

The purpose of these regulations is to ensure the proper use of Alton R-IV School District's (the "District") computer and telecommunication resources and services (the "System") by its students, employees, and other computer users. All computer users have the responsibility to use computer resources in an efficient, effective, ethical and lawful manner.

The following regulations, rules, and conditions apply to all users of computer and telecommunication resources and services, wherever the users are located. Violations of this policy may result in disciplinary action, including possible termination, and/or legal action.

The District has the right, but not the duty, to monitor any and all aspects of the computer system, including employee e-mail, to ensure compliance with this policy.

The computers and computer accounts given to students and employees are for educational purposes only. Users should not have an expectation of privacy in anything they create, send, or receive on the computer. The computer and telecommunication system belong to the District and may be used for educational purposes only. Commercial and/or personal use of the District's system is strictly prohibited.

Computer users are governed by the following provisions, which apply to all use of computer and telecommunication resources and services. Computer and telecommunication services include, but are not limited to, the following: host computers, file servers, workstations, stand-alone computers, laptops, software, and internal or external communications networks (internet, commercial online services, bulletin board systems, and e-mail systems) that are accessed directly or indirectly from the District's computer facilities.

These regulations may be amended or revised periodically as the need arises and are implemented pursuant to District policy (CQ Local).

The term "users" as used in this policy refers to all students, employees, independent contractors, and other persons or entities accessing or using the District's computer and telecommunication resources and services.

## SYSTEM ACCESS

The following guidelines will determine access to the District's system:

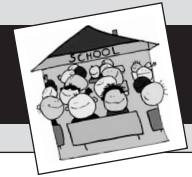
1. District employees will be granted access to the District's system with the approval of the immediate supervisor.
2. The District may require that all passwords be changed frequently.
3. Teachers will be required to maintain password confidentiality by not sharing their password with students.
4. Student completing required course work on the system will have first priority for use of District equipment after school hours.
5. Teachers may require students to restrict access to course program files, as appropriate.
6. Any system user identified as a security risk or having a history of violations of District and/or campus computer use guidelines may be denied access to the District's system.

### *Individual User's Responsibility*

The following rules will apply to all users of the District's system:

1. Users must comply with all software licenses, copyrights, and all other state and federal laws governing intellectual property.

# General Information



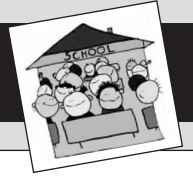
2. Fraudulent, harassing, embarrassing, indecent, profane, obscene, intimidating, inaccurate, sexually threatening, offensive, or other unlawful material may not be sent by e-mail or other form of electronic communication or displayed on or stored in the District's computers. Users encountering or receiving such material should immediately report the incident to a superior.
3. Users should use the same care in drafting e-mail and other electronic documents as they would for any other written communication. Others may review anything created on the computer.
4. Users may not install software onto any computer or the network.
5. Users should not alter or copy a file belonging to another user without first obtaining permission from the owner of the file. The ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file.
6. Without prior written permission, the computer and telecommunication resources and services of the District may not be used for the transmission or storage of commercial or personal advertisements, solicitations, promotions, destructive programs (viruses and/or self-replicating code), political material, or any other unauthorized or personal use.
7. The individual in whose name a system account is issued will be responsible at all times for its proper use. Users are responsible for safeguarding their passwords for the system. Individual passwords should not be printed, stored online, or given to others.
8. Users are responsible for all transactions made using their passwords.
9. A user's ability to connect to other computer systems through the network does not imply a right to connect to those systems or to make use of those systems unless specifically authorized by the operators of those systems.
10. System users must not encourage the use of tobacco, alcohol, or controlled substances or otherwise promote any other activity prohibited by District policy or state or federal law.
11. Transmission of material, information, or software in violation of any District policy or local, state, or federal law is prohibited.
12. System users identifying a security problem in the District's system must notify the appropriate teacher, campus administrator, or District coordinator.
13. System users may not use another person's account without written permission from the campus administrator or District coordinator, as appropriate. Attempts by a user to log on to the District's system as another user will result in cancellation of user privileges and may result in other disciplinary action.
14. System users must not write to directories other than their own, as identified by the District.
15. Students may not use real-time conference features, such as talk/chat/Internet relay chat, nor will students be allowed to use e-mail.
16. System users must remove electronic mail in accordance with established retention guidelines. Such messages will be removed if time lines are not respected by the system user.
17. System users will not evade, change, or exceed resource quotas or disk usage quotas set by the District, except with the specific approval of the District. The District may remove the file of a user who continues to exceed disk space after seven calendar days of notification.

## ***Vandalism Prohibited***

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to Internet is prohibited. Deliberate attempts to degrade or disrupt system performance will be viewed as violations of District policy and administrative regulations and may be viewed as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses. The use of any software having the purpose of damaging the District's system or other user's system is prohibited.



# General Information



## ***Forgery Prohibited***

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.

## ***Updating Member Account Information***

The District may periodically require new registration and account information from system users to continue service. System users must notify the District of any changes of account information, such as address and phone number.

## ***Information Content/Third Party Supplied Information***

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student or employee knowingly bringing prohibited materials into the System may be subject to a suspension and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with District policy.

## ***Termination/Revocation of System User Account***

The District may suspend or revoke a system user's access to the District's system upon any violation of District policy and/or administrative regulation.

Prior to a suspension or revocation of system service, or as soon as practicable, the principal or District coordinator will inform the system user of the suspected violation and give him or her opportunity to present an explanation, as follows:

1. A system user may appeal the suspension or revocation within seven calendar days.
2. The District coordinator or designee will conduct a hearing, but the principal or District coordinator who imposed the suspension or revocation will not be the person designated to hear the appeal.

Termination of an employee's account or of a student's access will be effective on the date the principal or District coordinator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

## ***Disclaimer***

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information of software contained therein. The District does not warrant that the functions or services performed by, or that the information of software contained on, the system will be the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not of the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

In order to protect the technology assets of Alton R-IV, to minimize unnecessary system downtime, and to supplement the District's Electronic Communications Use Guidelines, the following policies are to be followed by all system users:

### **1. Computer Access**

- A. User passwords are to be kept secure and not shared between users.
- B. Staff members are not to allow student access to any portion of the district network through a staff user's account.
- C. Student use of an administrative or office workstation is not allowed.
- D. Students are not to perform administrator level activities on any computer system.

# General Information



## 2. Software

- A. Software can be loaded or removed only by Office of Technology Staff.
- B. Students and staff are not to bring diskettes or CD-Roms from home or other sources and load them onto any computer.
- C. Strict compliance with software copyright laws will be maintained. There must be a license to support each and every installation of a program.
- D. Downloading of programs for storage on a hard drive or diskette is not allowed without authorization.
- E. Use of computer games for any purpose is not allowed.

## 3. Hardware

- A. Setup and connection of new computers is to be done only by Office of Technology Staff.
- B. Computer hardware must not be moved without prior approval from the Office of Technology.
- C. Repairs to technology equipment are to be performed only by Office of Technology Staff.

## CELL PHONES

Cell phones and other electronic devices are prohibited during the school day including passing times and classroom time unless approved by the instructor. Teachers may allow cell phone use in their classrooms for educational purposes. First offense of the policy will mean the phone will be confiscated and the student may pick up the phone at the end of the school day. Repeated violation of this policy will result in confiscation, possible after school detention, in school suspension or out of school suspension. In repeat cases the phone will be held in the office until a parent of the student can pick it up. The use of cell phones in locker rooms, restrooms, and private areas within the school is prohibited. This includes, but is not limited to: talking, texting, taking photos and/or videoing. This policy includes all devices capable of texting, photographing, and video recording.

## FILMING OF STUDENTS

Parental approval is not required when students are photographed, videotaped, or recorded by a representative(s) of the school district for purposes of safety, maintenance of discipline in school or on school buses, any purpose related to a co-curricular or extra-curricular activity, or any purpose related to regular classroom instruction. (Examples: include but are not limited to newspaper releases, the school paper, etc.).

Throughout the year, media representatives (newspapers, television and periodical publishers) may be on campuses to videotape and/or photograph students in school-related activities or events. Parents may deny permission for their children to be photographed or videotaped by notifying the principal in writing.

## OFFICE RULES

The elementary office is open on all regular school days from 7:30 a.m. to 3:40 p.m. Pupils who have business in the office should possess a hall pass, be courteous, quiet and businesslike, and should leave quickly when the business is completed. They should remain outside the window unless asked by one of the secretaries to step inside.

## TRANSPORTATION

Each year, parents or guardians, with the exception of divorced parents with a joint physical custody agreement, must provide one primary address where their child may be transported to by the school bus. A secondary address should also be listed that can be used in the event of a family emergency. Transportation will not be provided to any other address. If it is necessary to deliver a student to an address other than the two provided to the school, this must be confirmed by a face-to-face contact with the parent/guardian. (Parents must provide school with a copy of joint physical custody agreement).

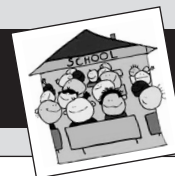
In addition, students will not be released to persons not identified on the list of people allowed to pick up the student as provided by the parent/guardian at the time of registration. Changes made to this list must be made in person. All bus routes and bus assignments are made by the school district transportation office. Address changes must be submitted in writing two (2) days prior to the change implementation. Please give the bus driver at least two weeks to solidify the bus arrival times. If you have any questions, please contact the transportation department at 417-778-7217 ext. 228.

Any student without written or verbal permission for changes to their normal schedule will be sent to their primary address, as usual.

## TRANSPORTATION CHANGE MESSAGES

Transportation changes should only be made on an emergency basis. If an emergency situation arises during the school day, please contact the elementary office **NO LATER THAN 2:00 p.m.**, and we will make sure your child gets to a safe location. Last minute changes often result in confusion for students, staff, and care takers. Transportation phone calls

# General Information



should only be made in emergencies, and should not occur frequently. When students are unsure of their end of the day transportation, it is difficult for them to focus on their school work to reach their greatest potential both academically and socially. Parents and guardians who make changes frequently will need to meet with school administration to seek solutions on how to prevent future emergency transportation changes. **Only in emergency situations, students may be allowed to ride to another designated stop on their assigned bus route. If this option is not available, students will be kept at the school until an authorized person on the pickup list comes to get them.**

## TELEPHONE USE

Phones in school offices are for **school business only**. STUDENT USE OF SCHOOL PHONE SHOULD BE FOR EMERGENCY USE ONLY. Students who are in the office to use the telephone should have a HALL PASS in their possession.

## DRESS CODE

All students are expected to come to school clean and neat in appearance. Administrators will make the final decision if questions arise. The following items will be considered unacceptable for all students.

1. Headgear (hats, caps, Bandannas, do-rags, sweatbands, hoods of any kind, etc.) are not to be worn on campus during school hours (from the time the student arrives at school until the end of the school day). Headbands worn to keep hair out of eyes is acceptable. In addition, students will not be permitted to carry headgear with them during the school day. Failure to comply may result in confiscation and will be considered a direct violation of the dress code policy.
2. All shirts must have a sleeve. Halter tops, tank tops, or any top which exposes the midriff do not meet these specifications. Spaghetti strap tops are not permissible. Shirts with large arm holes are not permitted without an undershirt. *Low-cut shirts are not permitted and appropriateness of any shirt is left to the discretion of the administration.*
3. No patches or suggestive writing on clothing or hats having vulgar, sexual, drug or alcohol connotations.
4. Students must wear shoes.
5. Short shorts, cutoffs, biker shorts, etc. All shorts and skirts must be long enough so that the tip of the middle finger does not touch bare skin when the student is standing upright or mid-thigh. Mid-thigh is defined as half way between top of thigh and knee.
6. Jeans or pants with holes or tears which go completely through the cloth above the knee are not allowed (when standing upright). Skirts and shorts with holes are not permitted since the holes would be above the knee.
7. Chains/ropes hanging from clothing.
8. Clothes must fit properly and not be a distraction to the educational environment.
9. Leggings, tights and spandex type athletic pants must have some type of top which extends from the torso to finger-tip length at the thigh or mid-thigh.
10. Any clothing, makeup or accessories which may cause a distraction to the educational environment.

## FOOD AND OPEN CONTAINERS

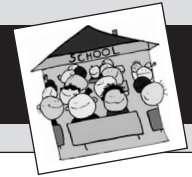
**All food and open containers are subject to search and are to be confined to the designated eating areas (Cafeteria). Only bottles of water or clear containers with secure lidding containing water are allowed in hallways and classrooms. Food and drinks are not to be consumed in the hallways.** Delivery of fast food during the school day is prohibited by anyone other than a parent or guardian. Failure to comply will result in disciplinary action.

## SCHOOL MEDICATION POLICY

Student medications should be given at home if at all possible. This decreases the chance of errors such as missed or forgotten doses. **MEDICATIONS WILL ONLY BE GIVEN DURING SCHOOL HOURS BY COMPLYING WITH THESE GUIDELINES:**

1. Medication consent form completed and signed.
2. Prescription medications must be in the original container with the label intact and legible. Ask your pharmacist for a bottle for school use. Medications given on a regular basis (Inhaler, Ritalin, etc.) must have the newest refill and send no more than a month's supply at a time. **Medications will only be given during school time if prescription states: at noon, every four hours or every six hours. Three times a day medication will not be given during school hours.**
3. Over-the-counter medication such as Energy Enhancers/Dietary Supplements and Nicotine Patches (other than those listed on the Medication Consent Form) must come in the original container and must have a signed Medication Consent Form

# General Information



on file to be given at school. Over-the-counter medication (other than those listed on the Medication Consent Form) must come in the original container and student must have a signed Medication Consent Form on file to be given at school.

4. **All medications must be turned in at the Nurse's Office along with a dated note giving permission to administer the medication.** Medication such as Ritalin, Dexedrine, Codeine Products including cough medicine **MAY NOT BE SENT ON BUS.**

5. Medication bottles will be sent home when medication course is completed or expires. Questions concerning this policy may be directed to:

Leslie Weyland  
Alton R-IV School District  
778-7215 (work)

## SCHOOL CANCELLATIONS

In the event of a school cancellation or early dismissal, announcements will be made through local radio and Springfield's television stations. Phone calls will also be placed to each family via Aptegy.

## FIRE DRILLS

It is necessary that we have a plan for getting students out of the building in case of an emergency. Each year we have "fire drills" to acquaint students with how to leave the building in an orderly manner.

Fire drills will be signaled according to the protocol currently in place. The students are to leave the rooms immediately and proceed in a brisk walk to the exits designated in each room. The instructions to follow during these fire drills will be posted in each room. Teachers should acquaint all students with which exit to use if the drill occurs while they are in your room.

All students should be instructed to walk briskly but not to run. They should proceed to the outer walks and remain outside the building until an "all clear" bell (one long ring) is heard. They should then return to their classes quietly and immediately.

ALL PERSONNEL ARE TO LEAVE THE BUILDING DURING ANY FIRE DRILL.

## TORNADO DRILLS

To prepare for tornados, the school will conduct "tornado drills" to familiarize students with the proper tornado procedures. Tornado drills will be signaled according to the protocol currently in place. Each room will have a designated area for students and staff to congregate during the drill. This information will be posted in every room. Everyone should go immediately to their area and get in proper position against the walls away from windows and doors.

## EARTHQUAKE DRILLS

In the event of an earthquake, students and staff are to gain cover under a desk or other heavy object during the actual earthquake. Once the shaking ceases, faculty and staff are to follow the protocol set forth in the case of a fire.

## EMERGENCY ALERT PLAN (LOCKDOWN PROCEDURE)

It is necessary that we have a plan for keeping students safe in the case of an emergency. Each year we will conduct lockdown drills with students to familiarize them with the procedures.

**Failure to comply with this policy will result in 10-90 days of out-of-school suspension.**

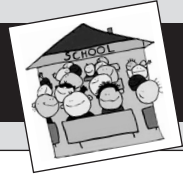
**Non-Emergency Lockdown** – This code will be announced when a lock down is needed and there is no threat to the safety of students or staff. Students are to immediately return to the assigned classroom if they are in the halls or restroom. While no threat to student safety would seem to be involved with this announcement, all lockdown procedures must be followed until the announcement is made to return to normal procedure.

**Lockdown** – This code will be announced when imminent physical danger is possible (or has already occurred). This could be someone with a gun (or other weapon) or a hostage situation perhaps. Students are to report immediately to the NEAREST classroom that has an adult supervisor. If a room is not available they are to exit the building at the safest exit possible.

## PROFESSIONAL QUALIFICATIONS OF STAFF

Parents can request information of the professional qualifications of their child's teacher and if the child is receiving services from a paraprofessional, the paraprofessional's qualifications as well.

# General Information



## BOARD OF EDUCATION POLICIES

Board of Education policies are available in the Superintendent's office and in the Alton Elementary School Principal's office. District and building accountability report cards are published in the local newspaper and are available for viewing at the Superintendent's office. Core and elective curriculums may be viewed at the Superintendent's office or at each individual building in the principal's office.

## OUTSIDE COMMUNITY RESOURCES AND SERVICES

Numerous community resources and services are available to eligible students and families. These services include recreational opportunities, counseling and medical services, food pantries, rentals, and support services. Please contact the School/Family Coordinator or building counselor for more information.

## HOTLINE & RESOURCE NUMBERS

Samaritan Outreach Center 1-417-257-792 Tel-Link 1-800-835-5465

National Crisis Hotline 1-800-273-8255

Local Crisis Hotline 911

Public Health, West Plains 1-417-778-7450 Birthright 1-417-256-1313

Parental Stress Hotline 1-800-367-2543

MOCARS – MO Crisis Access Response System 1-800-356-5395/417-257-6762 Bureau of Special Health Care Needs 1-417-895-6900/1-573-840-9720

Trauma Informed Schools Initiative Website: <http://motraumaschools.com>

# Attendance



## ATTENDANCE POLICY

The philosophy and goal at Alton Elementary is for each student to attend every day. The persistence to graduation standard requires all students to be in attendance a minimum of 90% of the school year. Based on the 167-day school year, a student should be in attendance at least 151 days. Regular attendance is necessary for a student to reach his/her maximum potential. A student who attends school on a regular basis makes better grades, has higher levels of achievement, and is better prepared to pursue a career after graduation.

### Absences

**An absence is defined as more than 15 minutes missed from any class.** Parents are encouraged to notify the school on the day of the absence to report the student's nonattendance. If the parent/guardian does not notify the school of the absence, the student must provide a note from a parent, guardian, or medical authority indicating the reason for the absence and obtain an admit slip from the attendance office when returning to school.

### An absence will be classified as:

**Prearranged:** An absence that is arranged prior to the absence with the principal or assistant principal. This absence may or may not be excused at the administration's discretion. Prearranged absences will be unexcused when in the administration's judgment the reason for the absence does not transcend educational needs. While absences due to school activities fall under this classification, students are responsible for all content and assignments as if they were present in class that day. No extension of due dates should be expected.

**Excused:** An absence due to one of the following:

- ★ Illness or injury of a student with written confirmation by the medical provider. **Students MUST BE fever free for 24 hours prior to returning to school,**
- ★ Medical appointments with written confirmation from the medical provider,
- ★ Illness or injury to a member of the student's family when the student's presence is necessary with written confirmation by the medical provider,



# Attendance



- ★ Funerals with written confirmation by the parent,
- ★ Religious observances with written confirmation by the parent, with a parent or guardian who is an active duty member of the military being called to duty, if on leave from active duty, or immediately returned from duty in a combat zone or combat support zone with permission of the Superintendent or designee.
- ★ If a student in foster care is absent from school due to a decision by a court or child-placing agency to change the student's placement or due to a verified court appearance or related court-ordered activity.

**Unexcused:** Any absence that does not qualify as either an excused absence or a school related absence.

**THERE ARE NO SCHOOL-SANCTIONED CLASS "SKIP" DAYS. STUDENTS WHO PARTICIPATE IN ORGANIZED SKIP DAY ACTIVITIES WILL BE CONSIDERED TRUANT.**

## Make-Up Work

The time allowed for make-up work to be completed will be two days per day missed. Students are encouraged to begin their make-up work as soon as possible and before they return to school.

Students are responsible for initiating and completing all class work to be made up when they have an absence. For each absence, the student will be granted two days to complete and submit make-up work. Test, term papers, notebooks, etc., which have been announced prior to the absence, are due on the day the student returns to school.

A parent may request homework through the main office by phone (778-7215) if multiple days of absence are predicted or may use the individual teacher email to leave a message to request assignment information.

A student who wishes to practice or participate in extracurricular activities must be in attendance the entire day, unless excused by administration in advance. In order to participate in a Saturday activity, a student must have prior approval by an administrator when absent on Friday.

## Out-of-School Suspensions

Those students assigned out of school suspension will have the opportunity to complete work missed due to their suspension. All work missed as a result of absences related to a suspension must be turned in upon the first day the student returns to school. Students failing to comply with this requirement will be treated the same as any other student who turns in late work. Final approval for make-up work will be at the discretion of the administration. These provisions do not include those students under long-term suspension and/or expulsion.

Suspended students are **NOT** allowed at school, on school grounds or at school-sponsored activities during the term of their suspension. Violation of this provision will be considered a separate offense (see Student Conduct Code beginning on page 29).

## Truancy

Truancy is when a student; a) leaves the campus without permission from the office at any time after arriving on campus; b) comes to school but does not attend any or all classes; c) is somewhere other than at school when the parents think the student is at school; d) obtains permission from a teacher or the office to go to a certain place on campus, but does not go there; e) has accumulated 15 or more unjustifiable absences, even with the consent of parent/guardians; or f) brings a parent signed note that is forged or sets forth an invalid reason for the absence. **Truancies are considered unexcused absences.** *Excessive unexcused absences may be referred to juvenile authorities or Child Abuse Hotline and Neglect.*

**Disciplinary action will be taken per the Student Conduct Code when students are truant from school or class.**

## School Activities

School sponsored or sanctioned activities (i.e., field trips, interscholastic competition, etc.) are exempt from and shall not count toward the total absences. *Students who will be absent from class are responsible and accountable for assignments as if present in class those days.*

**Students not in attendance at school will not be permitted to attend or participate in any school-sponsored activity that night unless permission is obtained from the principal or assistant principal.**

# Attendance



## Taking Students Out of Class

Teachers should not cause a student to be absent from another teacher's class unless absolutely necessary. Prior approval must be obtained from the teacher whose class will be missed in order for the absence to be exempted from the total of eight days.

## Absence Verification Procedure

1. Parent/guardian notifies the school on the day of the absence, verifying the reason for the absence. If your parent/guardian has notified the school, it is not necessary to bring a written excuse.
2. Students must obtain an admission slip in the attendance office when they return to school, if the parent/guardian does not notify the school on the day of an absence.
3. Admission slips are to be obtained before class on the first day upon returning to school. Returning to the office to obtain an admission slip will not be an acceptable reason to be tardy to class.

## 4. Forgery of an excuse or parent signature will result in disciplinary action.

## Leaving School Grounds (Check-out Procedure)

Students should not ask to be excused during the day, except in cases of extreme need or emergency. Students will not be permitted to leave school for errands, doctors, dentists, haircuts, etc. **Parents wishing to check out their students must do so in person.**

Students are not allowed to have visitors on school grounds at any time during the school day. During lunch students must remain in the cafeteria, gym, or library. A student may report to a classroom with permission from that teacher.

## STUDENTS WHO LEAVE CAMPUS WITHOUT PROPERLY SIGNING OUT WILL BE CONSIDERED TRUANT.

## Late Arrivals/ Early Withdrawals

It is very important for your child to arrive at school on time and remain at school the entire day, unless injury or illness occurs. Students who arrive at school any time after the morning bell, including any time throughout the day, **MUST** report to the office with an adult to sign them in. Students will be issued a tardy slip to admit them to class. Attendance is kept on the time lost during early/late arrivals/departures, and the information is kept on his/her permanent record. Failure to do so will result in an unexcused absence or truancy.

If your child must leave early, an adult **MUST** report to the office and sign the child in. Students are not permitted to leave the school grounds during the school day at any time by themselves. Parents requesting release of the child for dental and doctor appointments or emergencies must make the request in the office. Only the principal, or his/her appointed representative, has the authority to release children from school. Teachers cannot release children from class unless so requested by the school office. This rule is to guarantee the safety of all children in the school. We ask that you go to the office to get your child during school hours.

## After-School Student Dismissal:

No students will be allowed in the building after school is dismissed without parent supervision. If a student needs to enter the building for forgotten homework, etc., he/she should come to the office or ask the custodian. **Students are not allowed to play on the playground after school dismissal without parent supervision. All students MUST proceed to their proper destinations.**

## Attendance Activity Requirement:

Before a student is allowed to represent the school in a MSHSAA interscholastic activity they are required to have all attendance make up hours from prior semesters completed.

## TARDINESS

A Tardy is defined as a student not being within the classroom when the tardy bell begins. All teachers will close their doors when the bell rings for class to begin. Any student not in the room will be considered tardy. The only exception to this is if he/she has a written note from a staff member. A student must check in through the office if arriving more than

# Attendance

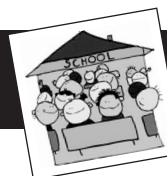


five minutes after the first hour tardy bell. He/ she must enter his first hour class with a note from the office. A student will be called to the office on their fourth accumulated tardy.

## WITHDRAWAL FROM SCHOOL

1. Report to the Counseling Office with a parent or guardian.
2. Complete the **WITHDRAWAL FORM** given to the student by the Counseling Office.
3. Turn in completed **WITHDRAWAL FORM** to the Counseling Office for final clearance.

# Academic Services



## STUDENT'S RIGHTS AND RESPONSIBILITIES

### Each Student Has the Right To:

- A. Have the opportunity for a free education in the most appropriate learning environment.
- B. Have the opportunity for freedom of speech and of the press (so long as the exercise of those rights is not disruptive to the educational process).
- C. Be secure in his/her persons, papers, and effects against unreasonable searches and seizures; privacy in regard to his/her personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited.
- D. Expect that the school will be a safe place with no fear of bodily harm.
- E. Expect an appropriate environment conducive to learning.
- F. Not be discriminated against on the basis of sex, race, color, religion, national origin, or handicap.
- G. Expect to be fully informed of school rules and regulations.

### Each Student Has The Responsibility To:

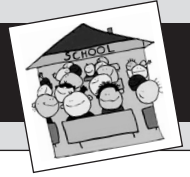
- A. Know and adhere to reasonable rules and regulations established by the local board of education and implemented by school administrators and teachers.
- B. Respect the human dignity and worth of every other individual.
- C. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- D. Study diligently and maintain the best possible level of academic achievement.
- E. Be punctual and present in the regular school program.
- F. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety.
- G. Help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities.
- H. Refrain from gross disobedience, misconduct, or other behavior which would lead to any physical harm or to the disruption of the educational process.
- I. Respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school-sponsored activities.
- J. Obey the law and rules so as not to be subjected to ill effects or endanger others by the possession or the use of alcohol, illegal drugs, and other unauthorized substances.

## REGISTRATION AND ENROLLMENT

1. **AES STUDENTS** will be pre-enrolled in the spring prior to summer vacation.
2. **TRANSFER STUDENTS** may enroll during registration or at any time during the year providing they meet the following criteria:



# Academic Services



- a. In good standing at sending school.
- b. Not suspended/expelled at sending school.
3. **SUSPENDED STUDENTS** from other districts will not be enrolled until the term of the suspension has expired. Consideration for enrollment is on an individual basis.
4. **EXPELLED STUDENTS** from other districts are not eligible for enrollment.
5. **APPEALS** to this policy should be directed to the elementary school principal's office. **LATE ENROLLMENT** (after school starts) will be considered during the first ten (10) days of school. After that date, only transfer students from other districts, who have been in school, will be permitted to enroll. All others must wait until the beginning of the following semester.
6. **DROPOUT-RE-ENTRY** students who dropout during a semester are encouraged to return to school. However, they may not re-enroll after 10 days has elapsed from the drop date. They may return at the start of the next semester.

## PLEASE NOTE:

The Missouri Safe Schools Act of 1996 requires new pupils to register in a school district accompanied by a parent or court-appointed legal guardian. The Alton R-IV District is obligated to provide an education to children who are homeless. The parent or guardian must provide a form of proof that the pupil is eligible to register in the district or has requested a hardship or good cause waiver within the last 45 days. The registration process may require a parent, guardian or caretaker of the child to provide, upon enrollment, a sworn statement indicating whether the pupil has been expelled from school attendance in this state or any other state for weapons, alcohol, drugs or the willful infliction of injury to another person. A false statement or affirmation in this area is a class B misdemeanor. A hardship or good cause is basis for a waiver to be granted by the district board and an adverse decision is appealable. Any person submitting false information in satisfying residency registration requirements is guilty of a Class A misdemeanor. The school board may institute a civil action to recover costs of education for any pupil whose registration was based on false information.

## RETENTION

The board of education, administration, and staff of the Alton Elementary School District are dedicated to the progressive and maximum educational development of each student. The district personnel have a responsibility to place pupils at a level that will ensure suitable growth academically, socially, and emotionally.

Pupils normally progress from task-to-task and level-to-level determined by individual diagnosis, prescription, and teaching. Pupil retention will be considered as an educational tool after all regular and special services have been employed to help the child establish a base for further learning.

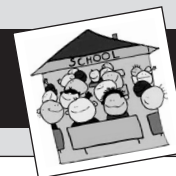
The retention of pupils will be considered on the basis of the student's best interest. Each case will be decided on its own merits. The primary factor to be considered when deciding whether a student should be retained is academic achievement. However, other factors such as social and emotional maturity, education history, age, physical size, attitudes, school attendance, etc., must also be reviewed carefully.

The principal upon the recommendation of the teacher and/or parent, and consultation with other personnel, will make the final decision concerning the student for the ensuing year. The recommendation to parents that their child be retained will occur only after a very thorough and complete professional analysis has been completed. Because retention must be based on the firm commitment that it would benefit the child, the recommendation will be a team decision using the combined knowledge of all professionals working with the student. The staff should be aware of the research of the retention issue and board policy.

## Guidelines for Retention

1. Children will normally be retained only one time during their elementary school career.
2. Except under unusual circumstances, retention when found advisable should occur during the first three years.
3. A staffing MUST be held to review the data prior to discussion with the parent. The following must be included in the staffing: principal, classroom teacher, specialist (e.g., Title I or resource room teacher), and the counselor.
4. Appropriate assessment data (e.g., reading test scores, a measure of intellectual ability and/or current academic

# Academic Services



achievement; teacher, counselor, and/or principal observations; Light's Retention Scale) must be collected prior to a staffing.

5. In making the judgement to retain a student, reading level should be one of the conditions considered in the decision. Both formal and informal methods of assessment shall be used in determining individual reading achievement.
6. Parents should agree to the retention. While we will strive to gain parent approval and support, the school board policy is very clear that school districts make the final decision.
7. A student receiving a total of two (2) semester "F"s in core subjects (math, communication arts, science social studies) may be required to successfully complete summer school prior to promotion. In order to successfully complete summer school the student must complete all assigned work and may miss no more than 2 days of summer school.
8. Students with excessive absences may be required to successfully complete summer school prior to promotion. "Excessive absences" is defined as missing ten (10) or more days during a semester.
9. Students being retained or mandated to attend summer school may not participate in end-of-the-year promotion activities.

## ENROLLMENT AND AGE REQUIREMENTS

A child must be five years of age before August 1 to be eligible for the coming year's kindergarten. A child must be six years of age before August 1 to be eligible for the coming year's grade 1.

"Students enrolling in kindergarten or first grade must provide proof of a comprehensive vision examination by January 1 of the first year in the district, in accordance with law."

Transfer students must have a copy of their birth certificate, social security number, and immunization record before being allowed to enroll in school.

## MID-YEAR TRANSFER STUDENTS

We are pleased to welcome student(s) who transfer(s) to Alton Elementary School from other districts. Please complete registration procedures at the COUNSELOR'S OFFICE located in the elementary building. You are encouraged to address questions or concerns to the counseling office or the principal's office. Non-resident students who begin the school year at another district may transfer only at the beginning of the next school year.

## RECOGNITION OF ACADEMIC ACHIEVEMENT

At the end of the semester, recognition of academic achievement is published based on the following scale:

Principal's List ..... No grade below A  
Scholastic ..... No grade below A-  
Honor Roll ..... No grade below B-

## GRADING

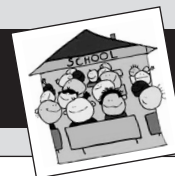
### Progress Reports

Progress reports will be sent home with students at mid-term. This is an excellent opportunity for students and parents/guardians to evaluate the academic progress being made. If there are any questions or concerns, parents are encouraged schedule a conference with the teacher(s) so that these may be addressed.

### Report Cards and Grading Scale

Student report cards will be sent to parents at the end of each quarter. The grading scale is as follows:

# Academic Services



A	95-100
A-	90-94
B+	86-89
B	83-85
B-	80-82
C+	76-79
C	73-75
C-	70-72
D+	66-69
D	63-65
D-	60-62
F	59 and below

Reminder: Parents may view their child's grades, discipline issues, attendance, etc. via the Parent Portal. To gain access to this portal, a form must be completed and returned to the main office located in the high school. This form may be accessed through our website or in the main office of the high school.

## HOMework

The administration and teaching staff at Alton Elementary believe that homework is an important and necessary part of the school experience. We encourage parents to become involved in their child's education by observing their child as he completes homework. This will give your child the opportunity to ask questions and give you the chance to see what your child is learning in school.

## ACHIEVEMENT TESTS

All elementary students will be given an achievement tests in April. Students in grades 3-6 will take the state MAP tests in Communication Arts and Math. In addition to this, fifth graders will take the MAP Science test. If you have concerns about your child's participation in state sponsored testing, please contact the building principal or testing coordinator.

The MAP tests classify students' performance on a four-step scale of achievement. The levels are *Below Basic*, *Basic*, *Proficient*, and *Advanced*. Students who score *Proficient* and *Advanced* will receive a **Comet Card** which will allow them to get into all home school-sponsored sporting events for free (excluding tournaments).

## STUDENT FILES AND PERMANENT RECORDS

Permanent records are kept on each child in the office and are available for viewing by parents/legal guardians upon request. This record includes family records, attendance, grades in school subjects, and standardized test scores. Parents should report any change in the required enrollment information so we may keep our records up-to-date.

## PARENT-TEACHER ORGANIZATION (PTO)

Alton Elementary has an active Parent/Teacher Organization (PTO) that meets regularly. If you are interested in joining, call the elementary office at 778-7217 for further information.

## DYSLEXIA SCREENING

In the 2019-20 school year and subsequent years, the Alton R-IV School District shall conduct dyslexia screenings for students in the appropriate year consistent with the findings and recommendations of the task force created under section 633.420. "Dyslexia screening" is a short test conducted by a teacher or school counselor to determine whether a student likely has dyslexia or a related disorder in which a positive result does not represent a medical diagnosis but indicates that the student could benefit from approved support.

## SPECIAL EDUCATION SERVICES

Students are referred for special education evaluations by teachers and parents. Services may include the speech and language program, behavior disorders program, learning disability program, and/or educable mentally handicapped program.

Students are referred to the speech and language clinician by teachers and parents for evaluation of sound usage, language

# Academic Services



skills, voice quality, and fluency of speaking. Students in need of speech and language services meet with the speech clinician and/or other resource teachers for individual or small group classes.

A behavioral disorders program is to help children who have specific behavior tendencies or patterns that may affect their learning in the regular classroom. A learning disability program is to help children who have special learning patterns. An EMH program is designed to aid students who perform at a level significantly lower than their peers. Specialized instruction is given to help them develop their maximum skill levels. These programs are supported with state and federal funds. Children must be tested and parents are invited to attend a staffing where it is determined whether the child is placed in a resource program. Parent permission is required in writing before students are placed in a program.

## TITLE I SCHOOL-WIDE PROGRAM

Title I math and reading teachers are provided through federal Title I monies. This teacher works with the teacher in the regular classroom and helps support the classroom teacher's program by helping children who are having difficulty in basic skill areas. Emphasis of programs and funds is placed on educational needs of the students as identified by parents and teachers. A Resource Library is available for parents to check out educational resource materials for themselves and/or for their child.

# Student Services



## STUDENT INSURANCE

Student insurance will be available for all students. All vocational students will be required to have school insurance or furnish evidence of coverage through another insurer.

## TRANSPORTATION TO SCHOOL EVENTS

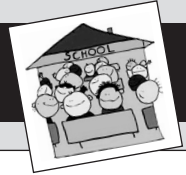
Alton Elementary School provides transportation to extra-curricular events (ex: field trips, choir, band, etc.) As such, students are required to ride to and from said events on school provided transportation. The only exception is when a student is released to the physical care and custody of their parent or legal guardian by the **EVENT SPONSOR**. A student may ride home with their parents provided the parents notify the activity sponsor face-to-face prior to the student leaving the activity. **Students may not ride home with other students or anyone other than their parents/guardians from traveling activities.** Any student violating this policy may face suspension from extracurricular activities. If a severe discipline issue arises, a parent or guardian will be responsible for retrieving and resuming custody of the student.

Disciplinary action may be taken if the above procedure is not followed.

## RULES AND SAFETY REGULATIONS FOR PUPILS RIDING ON BUSES

1. Students and drivers are to observe the following bus rules:
  - A. Driver is in charge of the pupils and the bus. There will be no horseplay, such as pushing, shoving, tickling, poking, pestering, etc.
  - B. Pupils must be on time; the bus cannot wait beyond its regular schedule for those who are tardy. The driver will sound the horn and students must be waiting to board the bus.
  - C. Pupils should never stand in roadway while waiting for the bus.
  - D. Unnecessary conversation with the driver is prohibited.
  - E. Classroom conduct is to be observed by pupils while riding in the bus, except for ordinary conversation.
  - F. Pupils must not at any time extend arms or head out of bus windows. Students will remain in a seated position which will best allow them to protect themselves in case of an accident. (no lying down, standing on knees, etc.).
  - G. Pupils must not try to get on or off the bus or move about within the bus while it is in motion. Students will remain seated until the bus has come to a complete stop before rising to exit or move.

# Student Services



- H. Pupils must observe directions of the driver when leaving bus. Pupils should never cross the road in front of the bus without looking both ways first.
- I. Any damage to the bus should be reported at once to the driver.
- J. Younger passengers should sit near the front of the bus; however, this rule will only be enforced as it becomes necessary.
2. Each driver should attempt to solve their own problems first by using one or all of the following:
  - A. Talk privately with students whose behavior is unsatisfactory.
  - B. Assign seats to students who constantly create problems.
  - C. Contact in person or call parents of problem students.
3. Any behavior problem that the driver has attempted to solve and has been unsuccessful in solving should be reported to the principal.

School buses are considered extensions of the school environment. Any pupil whose conduct on a school bus is improper or jeopardizes the safety of other pupils may have his/her school bus transportation suspended.

## FOOD SERVICE PROGRAM

Alton School provides a breakfast and lunch program for students. Payments may be made in advance by the day, week, or quarter. Meal charges are not to exceed \$20.00. Parents/guardians are responsible for paying for their child's meals and extra milk, or applying for free/reduced meals. Prices are as follows:

	Breakfast	Lunch
Adults	\$2.10	\$3.30
Elementary Students	\$1.40	\$1.80
Reduced	\$0.30	\$0.40

All students are required to eat in the lunch room. This includes students who bring lunches from home. All students are expected to observe good manners and obey lunch room rules. Throwing of food or other inappropriate behavior will not be tolerated.

Public Law 95-166 required the USDA to restrict the sale of non-nutritious foods in participating schools. Therefore, students and staff are discouraged from taking deliveries for lunch.

## Notifications to Parents/Guardians

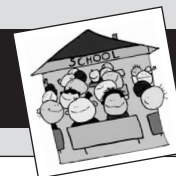
The district will provide the following notifications to parents/guardians:

1. The district will provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal.
2. The district will invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.
3. The district will turn over unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district.
4. District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

## GUIDANCE AND COUNSELING

Guidance and counseling services are available to all students. The services include vocational counseling, assistance with educational planning, interpretation of test scores and assistance with school or social concerns. Students may schedule a conference with the counselor at any time. Parents/Guardians are also encouraged to visit with the counselor to review their child's educational plan and progress.

# Student Services



## HEALTH SERVICES

**The nurse will be located in the elementary. If students have missed due to fever or vomiting, they must be fever free and vomit-free for 24 hours prior to returning to school.**

### Physical Examinations and Screenings:

Screening tests for vision, hearing, and growth will be done at the nurse's discretion. Nurse will periodically check students for head lice and nits. Students found to have head lice will be excluded from school. Readmission will depend on successful treatment with pediculide (prescription medicine or non-prescription- RID, etc.) and complete removal of all lice and nits.

Children will be rechecked for readmission to school. If not clear, the child will be sent home for continued treatment.

Parents/guardians will receive a written notice of any screening result that indicates a condition that might interfere or tend to interfere with a student's progress. No invasive exams will be done.

## IMMUNIZATION LAW

It is unlawful for any child to attend school unless he/she has been immunized. The parents or guardians of new students must provide the district with appropriate immunization records. Students who have received notification that boosters are due must comply with the law in order to continue attending school. This is in compliance with Missouri State Laws.

## KINDERGARTEN SCREENING

Each spring parents and prospective kindergarten pupils are encouraged to participate in screening activities at school. The screening gives the school enrollment information and provides an orientation for parents and students. Prospective kindergarten students not screened at this time will need to be screened in the fall before the start of school.

## PLACEMENT OF STUDENTS

Students are assigned to classrooms with the purpose of maintaining heterogeneous grouping and in the best interest of the student. The principal and counselor work closely together to place students in a classroom that is in their best interest. The principal has the final say in student placement. Once a student has been placed in a particular classroom, the placement is for the entire school year.

## PRESCHOOL SERVICES PARENTS AS TEACHERS

Parents as Teachers (PAT) is available for preschool children (ages 0-5), to provide appropriate and useful information and guidance to parents on what skills their children will be mastering at each stage of development and what parental practices could help with that development. The program helps parents feel more confident in themselves as parents and promotes children's eagerness to learn so that they can be successful when they reach kindergarten. The program also detects delays, potential problems, and advanced abilities at an early age so that parents can get the appropriate help. PAT assists families in interfacing with other community agencies to help serve the TOTAL needs of the family. An important goal of PAT is to promote a home-school partnership as early as possible. Services include personal visits, group meetings, and screening.

## EARLY CHILDHOOD SPECIAL EDUCATION

Early Childhood Special Education (ECSE) services are available for qualifying preschoolers, ages 3-5, who have developmental skill delays. Services include complete diagnostic evaluations and educational intervention services through an ECSE teacher.

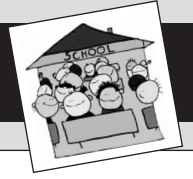
## PHYSICAL EDUCATION

The general objective of the elementary school physical education program is to provide a comprehensive program of physical activities, which will consist of a series of physical fitness tests supported by vigorous activities, such as calisthenics, rhythms, tumbling, posture, relays, sport skills, and games.

Each child will be required to participate in this program unless excused for health reasons by the child's physician.



# Student Services



Exception to this rule would be temporary illness of short duration. A written statement from the parent will suffice.

All children should wear tennis shoes and dress accordingly on the day for physical education.

## RECESS

Pupils are not permitted to stay in their classrooms during recess periods except if they have their teacher's permission to work on some school project.

If you or your doctor wish your child to remain inside because of health problems, it is necessary that a note be sent to the teacher stating the reason for the request and the length of time requested. Notes from parents will be honored up to one week. **Parents should secure a note from the child's doctor when they request additional time.**

## SCHOOL PICTURES

Color pictures are taken each fall. A picture of each child is needed to use in the office for identification and permanent records. All children should have their pictures taken, but no parent is required to purchase pictures. Payment for pictures must be made in advance.

## LOST AND FOUND

All items lost or found should be reported to the office. To help eliminate confusion, children's coats, sweaters, etc., should be marked with their name for identification. Students/ parents are encouraged to look in the lost and found box.

## ROOM PARTIES & FOOD GUIDELINES

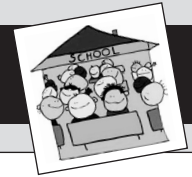
DESE Guidelines have changed regarding snacks in schools. A suggested tool for determining acceptable foods brought in for parties and celebrations can be found at [www.foodplanner.healthiergeneration.org/products](http://www.foodplanner.healthiergeneration.org/products). A list of suggested party foods will be provided.

There are two scheduled parties during the school year that parents are allowed to attend, the Fall Festival and Valentine's Day parties. There will be a gift exchange at Christmas with treats given to the students. Parties will begin no earlier than 2:00 p.m. The Christmas party is only for the teachers and students.

In kindergarten through second grade, parents may bring or send treats for birthday students to eat during snack time. Birthday parties for third through sixth grades are discouraged. However, if parents want to send treats, teachers may distribute these during a time causing the least disruption to class time. Elaborate parties (i.e., decorating with streamers, balloons, etc.) are not allowed.

Students who are absent on the day of an activity shall not be eligible to participate on that date without having cleared their absence in advance by the Principal. This applies to all activities, including athletics, music, drama, room parties, etc.

# Student Conduct/Discipline



## STUDENT CONDUCT

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to insure the orderly operations of district schools. At Alton Elementary School, teachers have the right to teach and students have the right to learn. Every student has a right to an education. Disciplinary measures which deprive a student of this right will be used only when necessary.

No code can be expected to list each and every offense which may result in the use of disciplinary action. However, it is the purpose of this Code to list certain offenses, which if committed by a student, will result in the imposition of a specific penalty.

The circumstances surrounding an incident and the student's previous disciplinary record should be taken into account in determining the appropriate punishment. Therefore, it is sometimes necessary to take more firm disciplinary action than the guidelines might call for because of repeated misconduct. It is assumed that the classroom teacher will handle many of the minor violations of rules which do not warrant referral to an administrator. Severe behavior disruptions could necessitate immediate suspension. Student behavior that unduly disrupts classroom work, involves substantial disorder in the building or on the school grounds will not be tolerated. Behavior will not be allowed which impairs the safety of others, damages the building or property of others, and/or breaks state law.

### Penalties for Violations of AES Student Conduct Code

1. **STUDENT CONFERENCE/WARNING BY A PRINCIPAL.**
2. **PARENT/STUDENT CONFERENCE WITH PRINCIPAL.**
3. **IN-SCHOOL SUSPENSION (ISS)/DETENTION:** This is to be served during the school day in the ISS Room or detention room under the supervision of a school employee. Students are to report to ISS with all books and a completed daily assignment sheet.  
**In-School Suspension Rules**
  - A. Student will be reading or studying the entire time.
  - B. Lunch will be at the regular time. Lunch can either be brought from home or from the cafeteria. Lunch must be eaten in the room.
  - C. There will be NO SLEEPING, reclining or putting head on desk.
  - D. Students should get assignments from teachers before the day they are assigned to in-school suspension. Students will be assigned one extra day of ISS if they fail to get assignments.
  - E. Students should bring schoolwork and/or appropriate materials to read during suspension.
  - F. Students must complete daily assignments as a condition for release from in-school suspension.
7. **OUT OF SCHOOL SUSPENSION (OSS):** Suspended students may not be on campus or at school activities while suspended. Failure to comply will result in additional suspension. Building principal(s) may suspend for up to 10 days. The superintendent may suspend for up to 90 days.
8. **EXPULSION:** This penalty may only be administered by the Alton R-IV Board of Education. Student may not return to school.
9. **CORPORAL PUNISHMENT:** Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is a part of the behavior continuum at Alton Junior/Senior High School. Corporal punishment shall be used when alternative means of discipline have failed, and then only in reasonable form and administered by the principal in the presence of a teacher.
10. **OTHER:** Reasonable penalties worked out between student, parents and administrators. Example include restitution for damages; working after school.

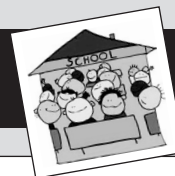
## CLASSROOM DISCIPLINE

As a minimum the following Classroom Behavior Rules will be followed at Alton Elementary:

1. Follow directions immediately.
2. Be in your seat and ready to work when the bell rings.
3. Have all required supplies.



# Student Conduct/Discipline



## Classroom Consequences

First Step - Warning and conference with student, and loss of privilege.

Second Step - Warning, conference with student, letter/phone call to parents, and loss of privilege.

Third Step - Warning, letter/phone call to parents and office referral.

## Office Consequences

First Referral - Warning, conference with student, letter to parents, and loss of privilege.

Second Referral - Conference with student, letter to parents/In-School Suspension, or swats.

Third Referral - Conference with student, letter to parents/Out-Of-School Suspension, or swats.

Students will proceed through Steps 1, 2 and 3 in the classroom. At Step 3 they will be given an office referral. After the first office referral they will again proceed through Steps 1, 2 and 3; again receiving a second office referral at Step 3. After the 2nd office referral they will again proceed through Steps 1, 2 and 3 before receiving a 3rd office referral.

**Students who have not corrected their behavior after the 3rd office referral will be dealt with individually at the discretion of the building principal.**

## PLAYGROUND RULES

Children are expected to obey all safety rules and regulations.

1. Children are not to stand up in swings or on slides while playing.
2. No rocks, gravel, sticks, snowballs, etc. should be thrown on the playground.
3. Children are not to leave the playground without permission to retrieve balls or other playground equipment.
4. Jumping out of swings or off of other playground equipment is absolutely forbidden. Use of equipment other than its intended use will not be tolerated.
5. Students are expected to line up when the bell rings. Students are to enter the building in an orderly manner.
6. Wooden or metal baseball bats, hard Frisbees, footballs and other potentially unsafe toys will not be permitted without specific permission from the teacher.

Faculty and administration may establish other rules in order to promote safety and welfare of students or other personnel.

## INTRODUCTION TO PBIS

Positive Behavior Interventions and Supports (PBIS) is a framework for supporting a positive school climate and culture to support student learning. PBIS practices are research based and data driven. Here is the matrix of the things you will see as part of our PBIS program at Alton Elementary Schools.

## VIOLATIONS AGAINST PERSONS

**ASSAULT** – The Missouri Safe Schools Act of 1996 establishes the crime of “assault while on school property”. A person commits the crime of assault while on school property if the person

- 1) Knowingly causes physical injury to another person; or
- 2) With criminal negligence, causes physical injury to another person by means of a deadly weapon; or
- 3) Recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person; and the act occurred on school or school district property, or in a vehicle that at the time of the act was in the service of a school or school district, or arose as a result of a school or school district-sponsored activity.

**Assault while on school property is a class D felony.**

(Safe School Act—House Bills 1301 & 1298; 1996)

Assaults may be referred to local law enforcement.

Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

Step One:	5-10 days OSS and parent conference with principal.
Step Two:	10-180 days OSS; possible expulsion.

# Student Conduct/Discipline



Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

Step One:	Expulsion.
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**BULLYING/CYBERBULLYING** – Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

Step One:	Up to 5 days ISS and/or parent conference with principal
Step Two:	5 days OSS; parent conference with principal.
Step Three:	10 days OSS; parent conference with superintendent.
Step Four:	10-180 days OSS; possible expulsion.

**Harassing, intimidating or threatening computer usage:** Inappropriate computer usage intended to harass, intimidate, or threaten student(s) and staff. This includes language or written material that is disparaging or demeaning. Written or symbolic words or gestures meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender, or ethnic origin. Constitutionally protected speech will not be punished.

## Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

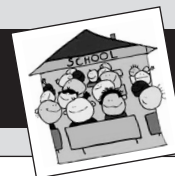
Step One:	10-180 days OSS; possible expulsion.
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**FIGHTING (see also, "Assault")** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

Step One:	3-5 days OSS; parent conference with assistant principal.
Step Two:	10 days OSS; parent conference with principal.
Step Three:	10-180 days OSS; parent conference with superintendent; possible expulsion.

<b>HAZING</b> – Any activity that a reasonable person believes would negatively	5 days OSS; parent conference with assistant principal.
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# Student Conduct/Discipline



Step Two:	10 days OSS; parent conference with principal.
Step Three:	10-180 OSS; parent conference with superintendent; possible expulsion.

## HARASSMENT, including Sexual Harassment

Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

Step One:	Principal/Student conference; ISS; 1-180 days OSS; or expulsion.
Step Two:	ISS; 1-180 days OSS; or expulsion.

**Sexual Misconduct** - Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

Step One:	ISS; 1-180 days OSS; or expulsion.
Step Two:	1-180 days OSS or expulsion.

**Sexual Activity** – Acts of sex or simulated acts of sex.

Step One:	3-5 days ISS or OSS; parent conference with principal.
Step Two:	5-10 days OSS; parent conference with principal.
Step Three:	10-180 days OSS; referral to superintendent before readmission.

**INCENDIARY DEVICES/FIREWORKS** – Possessing, displaying or using matches, lighters, fireworks or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

Step One:	2-10 days ISS; or OSS.
Step Two:	5-10 days OSS; referral to superintendent.

**INSTIGATING A FIGHT** – Students shall not instigate fights by actively encouraging others to fight, carrying messages which result in fights or take part in any other activity which results in a fight or take part in any behavior that encourages violence.

Step One:	1-3 days ISS or OSS; parent conference.
Step Two:	3-5 days OSS; conference required for readmission.
Step Three:	10 days OSS; referral to principal before readmission.

**VERBAL ABUSE TO STAFF** – Verbal, written or symbolic language or gesture, that is rude, vulgar, disrespectful and defiant or considered inappropriate in public settings, directed at a staff member.

Step One:	1-3 days ISS; or OSS.
Step Two:	5-10 days OSS.
Step Three:	Expulsion.

**VERBAL ABUSE TO STAFF OF A THREATENING NATURE** – Verbal, written or symbolic language or gesture that is

# Student Conduct/Discipline



threatening in nature; directed at a staff member.

Step One:	5-10 days OSS.
Step Two:	10 days OSS.
Step Three:	Expulsion.

**FALSE ACCUSATIONS TOWARD A STAFF MEMBER** – Any intentional slander or libelous statements by a student towards any school employee, which is malicious, untrue and meant to harm that staff member's reputation or employment, will result in immediate suspension.

Step One:	10-180 days OSS.
Step Two:	90-180 days OSS.

**WEAPONS (see Board policy JFCJ)** – The possession or use of a weapon, concealed or otherwise, by any student is prohibited upon or in the vicinity of school grounds, while going to or from school, or at any school sponsored event. Examples include, but are not limited to: knives, guns, chains, metal knuckles, fireworks or explosives. (This would include any item representing a weapon.)

**Possession of a firearm**, as defined in 18 U.S.C. § 921 or any instrument or device defined in 571.010 RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

Step One:	One (1) calendar year OSS or expulsion.
Step Two:	Expulsion.

**Possession or use of any weapon** as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

Step One:	10-180 days OSS; possible expulsion.
Step Two:	180 days OSS; possible expulsion.

**Possession or use of ammunition or a component of a weapon.**

Step One:	1-10 days ISS or OSS; or expulsion.
Step Two:	1-180 days OSS; or expulsion.

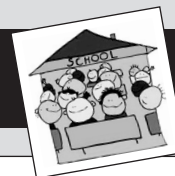
**VIOLATIONS AGAINST PUBLIC HEALTH AND SAFETY DRUGS/ALCOHOL** – The possession, sale, purchase, distribution and/or receiving (or the attempt of such) of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation is prohibited upon or in the vicinity of school grounds, while going to or from school, or at any school sponsored event.

Step One:	ISS; or 1-180 days OSS.
Step Two:	1-180 days OSS; or expulsion.

**Possession of or in attendance while under the influence of** or soon after consuming unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act. This includes energy enhancers, dietary supplements and nicotine patches. This would include attempting the use of a controlled substance or one to be purported as a controlled substance.

Step One;	10 day OSS. If a student agrees to a chemical dependency evaluation at an approved facility, suspension will be reduced to 5 days.
Step Two:	10-180 day OSS; pending expulsion, unless the student agrees to a chemical dependency evaluation and complies with the recommended treatment plan.

# Student Conduct/Discipline



Step Three:	Expulsion.
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**The sale, purchase, distribution and/or receiving (or the attempt of such)** of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

Step One:	10 OSS; Referral to superintendent for possible expulsion
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Step Two:	Expulsion.
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**SECRET ORGANIZATIONS** – The Board of Education does not recognize secret organizations. Sororities, fraternities, gangs or secret societies of the community are not school organizations. Conduct by students while in school such as hazing of initiates, special attire (including pins and insignia or other identifying symbols), improper activity on campus or any other influence of sorority, fraternity, gang or secret society that interferes with the normal conduct of the educational program shall not be permitted.

Step One:	10-180 OSS.
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Step Two:	90-180 OSS.
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**TOBACCO USE AND/OR THE POSSESSION OF** – Students found to be in possession or using any tobacco product on district premises, or areas adjacent to school, district transportation or at any district related activities is prohibited. Tobacco products will be confiscated and destroyed. It is against the law of Missouri for minors to buy, use or possess tobacco products. This includes electronic cigarettes and e-cigarettes.

Step One:	2-5 ISS.
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Step Two:	5-10 ISS.
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Step Three:	5-10 days OSS.
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## VIOLATIONS AGAINST PROPERTY

**ARSON** – This will be defined as starting or attempting to start a fire or causing or attempting to cause an explosion.

Step One:	10-90 days OSS with possible expulsion.
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Step Two:	10-180 days OSS with possible expulsion.
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Step Three:	Expulsion.
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**BOMB THREAT** – The Safe Schools Act 1996 increases the penalty for making a false bomb report from a Class A misdemeanor to a Class D felony.

Step One:	10-90 days OSS with possible expulsion.
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Step Two:	Expulsion.
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**EXTORTION** – Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

Step One:	5-10 days OSS.
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Step Two:	Expulsion.
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**FALSE ALARM** – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

# Student Conduct/Discipline



Step One:	10 days OSS; parent conference.
Subsequent Step:	Expulsion.

## TECHNOLOGY MISCONDUCT

Students are forbidden to access any website that would be offensive to any students, teachers or parents. Students are not to use any forms of obscene, harassing or abusive language online. Students are to adhere to the same standards online that are expected in the classroom.

Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking” tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

Step One:	Restitution. principal/Student conference; loss of user privileges; or, ISS.
Subsequent Step:	Restitution. Loss of user privileges; 1-180 days OSS; or expulsion.

**THEFT** – Theft, attempted theft or knowing possession of stolen student, staff or school property.

Step One:	1-3 days ISS or OSS and restitution; parent conference.
Step Two:	5-10 days ISS or OSS and restitution; parent conference.
Step Three:	10-180 days OSS and restitution; referral to superintendent before readmission.

**VANDALISM (see Board policy ECA)** – The willful damage or the attempt to cause damage to any property, real or personal, belonging to the district, staff or students.

Step One:	1-3 days ISS or OSS and restitution; parent conference.
Step Two:	5-10 days ISS or OSS and restitution; parent conference.
Step Three:	10-180 days OSS and restitution; referral to superintendent before readmission.

## VIOLATIONS OF PUBLIC DECENCY AND GOOD ORDER

**ACADEMIC DISHONESTY** – Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person’s work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics is prohibited.

Step One:	“0” Grade for Assignment; and/or Parent Conference.
Step Two:	“0” Grade for Assignment; 1-3 days ISS; and/or Parent Conference.
Step Three:	“0” Grade for Assignment; 3-5 days ISS; Conference with assistant principal.
Subsequent Step:	“0” Grade for Assignment; 5-10 days OSS; Referral to superintendent.

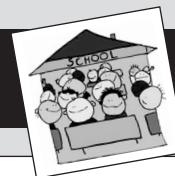
**DISHONESTY** - Any act of lying, whether verbal or written, including forgery. Including: failure to properly identify self when asked and/or withholding information from teachers and/or administrators when asked.

Step One:	1-3 ISS.
Step Two:	2-5 ISS.
Step Three:	10 days OSS; parent conference with superintendent for readmission.

**DISMISSAL FROM DETENTION OR ISS** – Any student who is disruptive in Detention, or In-School Suspension will be referred to the principal’s office.



# Student Conduct/Discipline



Step One:	Assigned punishment doubled; parent notification.
Step Two:	Assigned punishment doubled or 2-3 days ISS whichever is greater; parent notification.
Step Three:	5 days ISS; parent notification; conference with principal for readmission.
Step Four:	10 days OSS; parent notification; conference with principal for readmission.
Step Five:	90 days OSS.

**DISRUPTIVE CLASSROOM BEHAVIOR AND/OR DISMISSAL FROM CLASS** – In the event a student has disrupted class and the classroom teacher has attempted to remedy the problem using other methods, the student shall be dismissed from class and referred to the assistant principal's/director's office. The classroom teacher will submit a written report on the nature of the problem to the assistant principal/director. A copy of this report will be mailed to the parent/guardian. Dismissals are tabulated throughout the school year and may be from any class.

Step One:	Conference; warning;
Step Two:	1-3 ISS; parent conference.
Step Three:	2-3 days ISS; OSS; conference with principal required for readmission.
Step Four:	5 days OSS; conference with principal required for readmission.
Step Five:	10 days OSS conference with superintendent required for readmission.
Step Six:	90 days OSS.

**DISRUPTION AND INTERFERENCE WITH SCHOOL** – No student shall block the doorway or corridor; prevent others from attending a class or district activity; block normal pedestrian or vehicular traffic; threaten (verbally or in writing) the safety and security of the school, use violence, force/noise coercion, threats, intimidation, racial or ethnic intimidation, harassment, fear, passive resistance or any other conduct intentionally to cause a disruption of the educational environment. Nor shall they refuse to identify themselves on request or encourage other students to violate any rule or school Board policy.

Step One:	1-5 days ISS; parent conference.
Step Two:	5-10 days OSS; referral to superintendent for reinstatement.

## **DRESS CODE VIOLATIONS (see policy JFCA and procedure JFCA-AP) (SEE ALSO DRESS CODE)**

Step One:	1-3 ISS; student required to change clothes.
Step Two:	2-5 ISS; student required to change clothes.
Step Three:	10 days OSS; parent conference with principal for readmission

**ELECTRONIC DEVICES** – Students are prohibited from the use of cell phones, to include text messaging, during classes and during passing times. Teachers may allow cell phone use in their classrooms for educational purposes.

Other electronic devices such as CD player, iPods, etc., may be used during privilege time and lunch but not in classes unless the student has the teacher's consent. Camera phones may not be used on school property unless permission is granted from all parties photographed. **Taking pictures in areas where privacy is expected, such as locker rooms, restrooms, etc., is a criminal offense and will be turned over to law enforcement and dealt with as a disciplinary issue by the school.** Laser pointers should never be brought to school and will be confiscated immediately. Students are also reminded that such property brought to school is the responsibility of the student and AES is not responsible for theft of such property. **Refusal to give a staff member a phone due to a violation will result in an additional charge of insubordination.**

Step 1:	Confiscated and only returned to a parent or guardian; 1 day ISS; and loss of privilege for one grade cycles; Administration discretion
Step 2:	Confiscated and only returned to a parent or guardian; 3 days ISS; and loss of privilege for two grade cycles; Administration discretion.
Subsequent Step:	Confiscated and only returned to a parent or guardian; 3 days ISS; and loss of privilege for remaining year; Administration discretion.

# Student Conduct/Discipline



## PHOTOGRAPHY OR FILMING OF STUDENTS INVOLVED WITH ACTIVITIES VIOLATING THE DISCIPLINE

**CODE** – Students taking pictures or filming other students who are violating the discipline code or breaking the law on school property (example: filming a fight/ assault) will be subject to the discipline listed below. Posting of the images on social media sites will result in additional discipline.

Step One:	2-3 days ISS; OSS; conference with principal required for readmission.
Step Two:	5-10 days OSS; conference with principal required for readmission.
Subsequent Step:	10-180 days OSS conference with superintendent required for readmission.

**FAILURE TO ATTEND ISS** – Students assigned ISS are expected to report on time and on the day assigned.

Step One:	Assigned punishment doubled; parent notification.
Step Two:	Assigned punishment doubled, 2-3 days ISS or; OSS.
Step Three:	3-5 days ISS or OSS
Step Four:	10-90 days OSS.

**FAILURE TO BE PREPARED FOR CLASS OR COMPLETE OR TURN IN ASSIGNMENTS** – In the event a student fails to complete and/or turn in assignments, the classroom teacher should attempt to remedy the problem using the following steps.

Step One:	Teacher/Student conference; warning
Step Two:	Parent contact by phone, e-mail, or written note; and teacher/student conference with principal
Step Three:	1 days ISS
Step Four:	2-3 days ISS
Subsequent Step:	3-5 ISS; Conference with assistant principal

## FAILURE TO MEET CONDITIONS OF SUSPENSION, EXPULSION, OR OTHER DISCIPLINARY

**CONSEQUENCES** – This includes violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, “Conditions of Suspension, Expulsion and Other Disciplinary Consequences.”

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student’s presence is disruptive to the educational process or undermines the effectiveness of the district’s discipline policy.

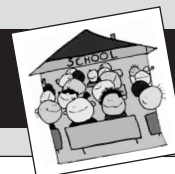
Step One:	Verbal warning; ISS; 1-180 days OSS; or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Step:	Verbal warning, ISS; 1-180 days OSS; or expulsion. Report to law enforcement for trespassing if expelled.

**FOOD AND OPEN CONTAINERS** – All food and open containers are subject to search and are to be confined to the designated eating areas (cafeteria). Food and drinks are not to be consumed in the hallways or stored in lockers (with the exception of sack lunches and after school snacks). Delivery of fast food during the school day is prohibited with the exception of parent/guardian deliveries. Reminder: Students are not to be checked out for lunch. Failure to comply will result in disciplinary action.

Step One:	Warning.
Step Two:	1-3 days ISS.
Step Three:	3-5 days ISS; and parent notification.



# Student Conduct/Discipline



**INSUBORDINATION AND REFUSAL TO DO WORK** – Defiance, willful refusal to perform requested action and disrespectfulness in word and action. This includes refusing to comply with a teacher's request in a timely or appropriate manner.

Step One:	1-3 ISS; parent conference.
Step Two:	3-10 days ISS; or OSS.
Step Three:	Placement in ALC; or OSS

**NUISANCE ITEMS** – Possession/use of these items is considered a disruption or possible disruption of the educational process.

**Electronic Devices – (SEE ALSO PERSONAL ENTERTAINMENT DEVICE AND CELL PHONES)** Alton R-IV School District recommends that students should not bring Walkmans, MP3's, iPods, CD players, etc. to school due to the high theft nature of these items. Students who choose to bring such items do so at their own risk and neither the Alton R-IV School District nor its faculty will be held liable for lost, stolen, or broken items. The ability of students to use such devices is left to the discretion of the individual teacher during their class time.

Step One:	Confiscated and returned at the end of the day to student.
Step Two:	Confiscated and only returned to a parent or guardian; 1 day ISS; administration discretion.
Subsequent Step:	Confiscated and only returned to a parent or guardian; 3 days ISS; administration discretion.

**Laser Lights** – Laser pointers/lights may cause eye damage and therefore are prohibited at school and all school activities.

Step One:	1-3 days ISS; parent conference.
Step Two:	3-5 days ISS; referral to principal.
Step Three:	5-10 days OSS; referral to principal for readmission.

**Skateboards** – Skateboards are not allowed on campus.

Step One:	Held by principal until day's end.
Step Two:	Held by principal until parent picks up.

**Other** – Includes any disruptive or potentially disruptive item not listed.

Step One:	Administrator's discretion.
Step Two:	Administrator's discretion.

**POSSESSION OF SEXUALLY EXPLICIT, VULGAR, OR VIOLENT MATERIAL, USE OF LEWD OR OBSCENE LITERATURE** – The writing or drawing of lewd or obscene literature, gang/satanic writing and drug related items. These are offensive to school standards and do not have a serious literary, artistic, political or scientific value. Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

Step One:	1-2 days ISS.
Step Two:	3-5 days; or OSS.
Step Three:	3 days OSS; conference with principal.

**PUBLIC DISPLAY OF AFFECTION (PDA)** – The public display of affection is not appropriate behavior at school. Failure to comply with the reasonable expectations of the school staff will result in disciplinary action.

# Student Conduct/Discipline



Step One:	Conference and/or warning and/or 1 day ISS.
Step Two:	1-3 days ISS; parent conference.
Step Three:	2-5 days ISS; parent conference.

**TRUANCY (see Board policy JED)** – Absence from school, assigned class, and/or location without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians. **(SEE ALSO TRUANCY)**

**On Campus** – This includes failure to report to assigned location when on campus. Permission must be obtained and granted by supervisory staff member(s) or administrator when a student is going to be in a class or area where they are not assigned.

Step One:	1-3 days ISS; parent conference.
Step Two:	3-5 days ISS; parent conference.
Step Three:	5 days OSS; referral to principal.
Step Four:	10 days OSS; referral to superintendent.
Step Five:	Recommended OSS of 90 days.

**Off Campus** – Leaving campus after arrival (before or during the school day) or at lunchtime, without permission from the principal is prohibited.

Step One:	3-5 days ISS.
Step Two:	5 days OSS; referral to principal.
Step Three:	10 days OSS; referral to superintendent.
Step Four:	Recommended OSS of 90 days.

**USE OF DISRUPTIVE SPEECH AND CONDUCT** – Conduct or speech, be it verbal, written, pictorial or symbolic that materially and substantially disrupts classroom work, school activities, school functions such as not keeping hands and feet to yourself, talking in class when told not to do so, insubordination and refusal to do work, is prohibited.

Step One:	Conference with student and notification of parents.
Step Two:	1-3 days ISS; and parent conference.
Step Three:	3-10 days ISS.
Step Four:	Semester OSS.

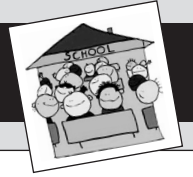
## DISRUPTIVE BEHAVIOR WITH INJURY

Step One:	1-3 days ISS and parent conference
Step Two:	3-5 days ISS and parent conference
Step Three:	3-10 days OSS
Step Four:	Semester suspension

**USE OF LANGUAGE OR BEHAVIOR THAT IS DISPARAGING, DEMEANING, OR THREATENING** – Words or actions, verbal, written, pictorial or symbolic meant to harass or injure other people, such as threats of violence, name-calling, putdowns, intentionally hurting others' feelings, spitting, de-panting, defamation of a person's race, religion, gender or ethnic origin are prohibited. All threats of violence will be reported to law enforcement.

Step One:	1-3 days ISS; and parent conference.
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# Student Conduct/Discipline



Step Two:	3-10 days OSS; parent conference.
Step Three:	10-90 days OSS; possible expulsion.

**BUS OR TRANSPORTATION MISCONDUCT (see Board policy JFCC and procedure JFCC-AP) (SEE ALSO RULES AND SAFETY REGULATIONS FOR PUPILS RIDING ON BUSES)** – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense has been committed at the student's assigned school. Transportation misconduct will be punished pursuant to policy and may include suspension of bus riding privileges.

**BEHAVIOR NOT COVERED** – The school district reserves the right to pursue disciplinary or legal action for behavior that is subversive to good order and discipline in the schools even though such behavior is not specified in the preceding written rules. **EXTRA-CURRICULAR and CO-CURRICULAR ACTIVITIES CODE OF CONDUCT**

The Alton School District desires to provide activities for students in a wholesome, healthy, drug-free environment. Participation in extra-curricular and co-curricular activities provides students with opportunities that cannot be duplicated in the classroom experience. Educational research has demonstrated repeatedly that a high correlation exists between participation in activities and academic achievement. Extra-curricular and co-curricular programs seek to develop leadership abilities, as well as the mental, physical, social, emotional and moral well-being of student participants. An excellent extra-curricular and co-curricular activities program promotes school spirit and loyalty in addition to preparing students to make a positive contribution to their society.

Students must understand to represent their school and fellow students, as a participant in the activities program is a privilege, not an inherent right. Being a part of an extra-curricular activity places additional responsibilities upon students. Student participants are ambassadors for their school and community. *They are in the public eye and thus, their personal conduct must always be above reproach.* They have an obligation to create a favorable image and gain the respect of fellow students, teammates, and members of the Alton community. You represent an ALTON COMET. Act accordingly.

Program sponsors and coaches are expected to be of high character, modeling positive attitudes and characteristics to their students. Winning should always be stressed but never at the expense of lowering any moral or legal standard as outlined by the Alton School District, Board of Education, the Missouri State High School Activities Association, or rules of the contest.

Although participation in extra-curricular and co-curricular activities is viewed to be of great value for the total development of the student, participation must necessarily be of secondary importance to the student's academic development. The successful completion of the regular program of studies leading to graduation from high school must be primary.

This policy is in effect 365 days per year.

# Public Notice



The Alton R-IV School District would like to inform you that:

- (A) Public schools in the state of Missouri are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, to all eligible children with disabilities between the ages of 3 and 21. The public school assures that, to comply with the full educational opportunity goal, services for students ages 3 to 21 will be fully implemented. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.
- (B) The public school assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for infants and toddlers eligible for the Missouri's First Steps Program. Early intervention services will be available for all eligible children by July 1, 1995.
- (C) The Family Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. These rights are:
  - 1. The right to inspect and review the student's education records. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
  - 2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or in violation of the student's privacy. Parents or eligible students should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate, misleading or in violation of the student's privacy. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
  - 3. The right to consent to disclosures of personally identifiable information contained in the student's records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her responsibility as authorized by the district. Upon request, the Alton R-IV School District may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.
  - 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. Complaints should be directed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., Washington DC 20202-4605.

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which

# Public Notice



they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information:

1. *General Directory Information* – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.
2. *Limited Directory Information* – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services: The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

Pursuant to federal law, military recruiters and institutions of higher education may request and receive the names, addresses and telephone numbers of all high school students, unless their parents or guardians notify the school not to release the information. Please notify the district if you do not want this information released.

- (D) The public school has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools. The Local Compliance Plan is a written narrative which describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities. Included in this plan are the policies and procedures which the district must follow regarding storage, disclosure to third parties, retention, and destruction of personally identifiable information. The plan also describes the assurances that services are provided in compliance with the requirement of 34 CFR 76.301 of the General Education Provision Act.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the district or whose parent/legal guardian resides in the district. This census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the district fail to submit the census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

In the Alton School District contact:

Dr. Eric Allen

505 School Street, Alton, Mo. 65606

Phone 417-778-7216

# Surveying, Analyzing or Evaluating Students

## NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights pertaining to the district's collection and use of information for marketing purposes as well as how the district conducts surveys and certain physical exams. These include the right to:

1. Give *consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U. S. Department of Education (ED):
  - a) Political affiliations or beliefs of the student or student's parent
  - b) Mental or psychological problems of the student or student's family
  - c) Sex behavior or attitudes
  - d) Illegal, anti-social, self-incriminating, or demeaning behavior
  - e) Critical appraisals of others with whom respondents have close family relationships
  - f) Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
  - g) Religious practices, affiliations, or beliefs of the student or parents
  - h) Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
  - a) Any other protected information survey, regardless of funding
  - b) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law except for hearing, vision, or scoliosis screenings
  - c) Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use,:
  - a) Protected information surveys of students
  - b) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  - c) Instructional material used as part of the educational curriculum.

Alton R-IV School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Alton R-IV School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.** Alton R-IV School District will also **directly** notify parents and eligible students, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:



# Surveying, Analyzing or Evaluating Students



- ★ Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- ★ Administration of any protected information survey not funded in whole or in part by ED.
- ★ Any non-emergency, invasive physical examination or screening as described above.

*Parents/eligible students who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, D. C. 20202-460

## ASBESTOS HAZARD EMERGENCY RESPONSE ACT

The Asbestos Hazard Emergency response Act of 1986 (AHERA), was enacted recently by congress, AHERA was enacted to determine the extent of, and develop solutions for, any problems schools may have with asbestos. Our facilities have been inspected by a certified asbestos inspector, as required by AHERA. The inspector has located, sampled, and rated the condition and hazard potential of all materials in our facilities suspected of containing asbestos. An asbestos management plan has been developed for our facilities, which includes: notification procedures, education and training of our employees, plans and procedures designed to minimize the disturbance of the asbestos containing materials, and plans for regular surveillance of the asbestos containing materials. A copy of this management plan will be available for your inspection in our administrative office during regular office hours. We will be implementing the asbestos management plan and taking whatever steps are necessary to insure your students and our employees have a healthy safe environment in which to learn and work.

## Every Student Succeeds Act Of 2015 (Essa) Complaint Procedures

- 1 Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17 2 In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives. Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents General Information
  1. What is a complaint under ESSA?
  2. Who may file a complaint?
  3. How can a complaint be filed? Complaints filed with LEA
  4. How will a complaint filed with the LEA be investigated?
  5. What happens if a complaint is not resolved at the local level (LEA)? Complaints filed with the Department
  6. How can a complaint be filed with the Department?
  7. How will a complaint filed with the Department be investigated?
  8. How are complaints related to equitable services to nonpublic school children handled differently? Appeals
  9. How will appeals to the Department be investigated?
  10. What happens if the complaint is not resolved at the state level (the Department)? This guide explains how to file a complaint about any of the programs<sup>1</sup> that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA) 2.
1. What is a complaint? For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.
2. Who may file a complaint? Any individual or organization may file a complaint.
3. How can a complaint be filed? Complaints can be filed with the LEA or with the Department.
4. How will a complaint filed with the LEA be investigated? Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.
5. What happens if a complaint is not resolved at the local level (LEA)? A complaint not resolved at the local level may be appealed to the Department.
6. How can a complaint be filed with the Department? A complaint filed with the Department must be a written, signed statement that includes: 1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and 2. The facts on which the statement is based and the specific requirement allegedly violated.
7. How will a complaint filed with the Department be investigated? The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties. The following activities will occur in the investigation:

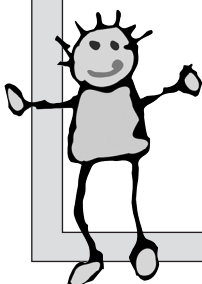


## Every Student Succeeds Act Of 2015 (Essa) Complaint Procedures

- a. Record. A written record of the investigation will be kept.
  - b. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
  - c. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
  - d. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
  - e. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
  - f. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.
8. How are complaints related to equitable services to nonpublic school children handled differently? In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).
9. How will appeals to the Department be investigated? The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.
10. What happens if a complaint is not resolved at the state level (the Department)? The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

### FOR INFO CONTACT:

Dr. Eric Allen, Superintendent  
417-778-7216  
505 School Street  
Alton, MO 65606



# Alton R-IV Schools Non-Discrimination Policy



"All students have equal access to all courses, programs and services provided by the district." Students, their parents, and employees of the Alton R-IV School District are hereby notified that this school district does not discriminate on the basis of gender or handicap and is required by Title IX and Section 504 not to discriminate on the basis of gender or handicap in its educational activities and employment practices.

## **Nondiscrimination in Educational Programs**

Educational programs, services, vocational opportunities and extracurricular activities will be designed to meet the varying needs of all students, and will not discriminate against any individual for reasons of race, creed color, sex, national origin, economic status or disability.

## **Nondiscrimination in Accessibility of Facilities**

Alton R-IV does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or any aspect of their operations. The Alton R-IV District also does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

## **Grievance Procedures for Students, Faculty and Staff**

Actions or decisions of school personnel, except as otherwise provided for under student suspension and expulsion, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

### **The following guidelines are established for the presentation of students' complaints and grievances:**

- ✦ The principals shall schedule a conference with the student and any staff members involved to attempt to resolve the problem. Parents/Guardians may be involved in the conference, or a later conference for parents/guardians may be scheduled at the discretion of the principal.
- ✦ If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem, and to inform participants of the action that will be taken.
- ✦ If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. Unless required by law, a hearing will be at the discretion of the Board. The decision of the Board shall be final.

**All persons are assured that they may utilize this procedure without reprisal.**

**Custodial and non-custodial parents have equal access to student records unless a court order (e.g. divorce decree) specifically limits access.**